

**BY ORDER OF THE COMMANDER**  
**HEADQUARTERS 377TH AIR BASE WING (AFMC)**  
**KIRTLAND AIR FORCE BASE,**  
**NEW MEXICO 87117-5606**



**KAFB INSTRUCTION 48-104**

**11 JULY 1997**

**Aerospace Medicine**

**FOOD SAFETY PROGRAM**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col Roger A. Krogwold)  
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This instruction implements Air Force Policy Directive 48-1, *Aerospace Medical Program*. It sets forth responsibilities and local policies for medical food inspection and the requirements for receiving food items on Kirtland Air Force Base (KAFB), New Mexico. It sets up procedures for food handler health education. It applies to all food facilities located on Kirtland Air Force Base property.

**SUMMARY OF REVISIONS**

Deletes requirement for food activities to notify Public Health of food handler recurrent training; establishes procedures to contact Public Health in the event of a refrigerator or freezer outage; identifies protocol for contacting Public Health prior to profit-generating food activities; and updates general administrative practices for the Food Safety Program

**1. GENERAL.** For the purpose of this instruction, food means all items of animal and nonanimal origin except foods which are exempt from inspection by AFI 48-116, *Food Safety Program*.

**2. RESPONSIBILITIES.** The flight commander, Public Health (377 AMDS/SGPM), is responsible for:

- 2.1. Ensuring that only wholesome food items will be accepted and served by food service activities on KAFB.
- 2.2. Ensuring all food activity managers on base are aware of and have sufficient knowledge governing receipt of food items
- 2.3. Reviewing and approving all food handler training developed and presented by food activity training managers.

### **3. POLICIES AND PROCEDURES.**

3.1. Approved Sources. Food items must come from a federally approved source of supply listed in the United States Army Veterinary Command Directory of Sanitarily Approved Establishments for Armed Forces Procurement (VETCOM CIR 40-1) or operating under the supervision of agencies as outlined in AFI 48-116.

3.2. Contract quality assurance provisions (QAPs) for inspecting food supplies delivered on KAFB will be provided to food receiving activities by Public Health. Public Health will conduct initial and, as requested, food receipt inspection training for all on-base food activities using the appropriate QAPs.

3.3. Inspection. All vendors will make direct deliveries to the appropriate food facility placing the order. Receiving personnel will inspect all food deliveries using their appropriate QAPs. Inspections will focus on food quality, count, product wholesomeness, and fitness for intended use. Public Health will assist food facility managers when product unwholesomeness is suspect. As always, the responsible procuring officers or designee will recommend rejection or acceptance of food items upon receipt.

3.4. Handling, Storage, and Transportation of Food. Accepted principles of sanitation will be adhered to during receipt, storage, and transportation of food items. Foods will be protected against sun, heat, dust, insects, rodents, or other damaging agents. All foods will be boxed, secured, wrapped, or cartoned, and will be moved in a covered vehicle. Highly perishable food items such as dairy, meats, chicken, seafood, frozen foods, etc., will only be transported in vehicles capable of maintaining appropriate temperatures based on the type of product.

3.5. Public Health will periodically inspect delivery vehicles at the receiving food activity to ensure truck sanitation, product quality, wholesomeness, and to provide assistance to receiving personnel. These periodic inspections will be unannounced.

3.6. Refrigerator or Freezer Outages. Public Health personnel are available after normal duty hours and on weekends for on-base food service or storage facilities that may experience refrigerator or freezer outages or malfunctions. Contacting Public Health personnel immediately after discovering unit malfunctions can resolve questions regarding food wholesomeness, salvagability, and reduce financial loss. Notify the 377th Medical Group Emergency Department at 846-3730/3731 to have a Public Health technician contacted.

### **4. FOOD HANDLER TRAINING.**

4.1. Initial and Recurrent Training. The food activity training manager is responsible for and will accomplish initial and recurrent food handler training.

4.1.1. Food activity training managers will use food handler training materials provided by Public Health or develop their own specialized food handler training courses. Before a specialized training course can be presented, Public Health must be contacted for review and approval of course content. The content of training programs developed by food activities must comply with the United States Public Health Services, Food and Drug Administration (FDA) Regulatory Food Code.

4.1.2. Food activity training managers must notify Public Health of the date and time prior to conducting recurrent food handler training for employees. Public Health will be offered the opportu-

nity to attend this training so observations and comments on the quality of food handler training can be made.

4.2. Food activity training managers will be responsible for maintaining food handler training records. Public Health will not issue new food handler training cards.

4.2.1. When requested during routine sanitation evaluations, food activity managers must provide Public Health with documentation of initial and recurrent food handler training information.

4.2.2. Public Health will continue to provide a food service supervisor's seminar at least annually. This training will be on a supervisory level with focus on current sanitation trends, new sanitation guidelines, and current food service technologies.

## **5. ORGANIZATIONAL OR PRIVATE ASSOCIATION EVENTS.**

5.1. Special organizational events (those not routinely operational) that are sponsored for the morale of and attendance by the organization's members only are excluded from this instruction. These events are not open to or attended by the public and will not be commercial or profit-generating activities. The safe operation of these events is the responsibility of the organization commander.

5.2. Events or activities that are attended by the public and are commercial or profit-generating, must contact Public Health at least five days prior to the event. Information as to the source and manufacture of all menu food items must be disclosed to determine approved sources. Items found not be originating from a federally approved food source will not be offered for resale.

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